



United States  
Department of  
Agriculture

Farmers  
Home  
Administration

Washington  
D.C.  
20250

FmHA AN No. 2311 (1951)

June 19, 1991

SUBJECT: 1951-S Checklist to Review for Docket Preparation  
and Closing

TO: State Directors, District Directors, and County  
Supervisors

ATTN: Farmer Program Chiefs

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to provide County Offices with a checklist that can be utilized by both the County Supervisors and Clerical Staff in processing 1951-S primary loan servicing and net recovery buyout cases. The attached checklist may not be all inclusive for a particular State or County Office. County Office personnel should either utilize this checklist in finalizing cases being processed through 1951-S or utilize a similar checklist. State Offices should insure that County Offices utilize this checklist or modify an existing checklist to include the items covered in this checklist.

COMPARISON WITH PREVIOUS ANs:

No previous AN has been issued on this subject.

IMPLEMENTATION RESPONSIBILITIES:

The attached checklist or similar checklist should be used by County Offices to process all requests for servicing to insure that they have included all required documents on cases being processed under FmHA Instruction 1951-S. Once the transaction is completed, the checklist should become a part of the running case file record.

LA VERNE AUSMAN  
Administrator

Attachment

EXPIRATION DATE: April 30, 1992

FILING INSTRUCTION:  
Preceding FmHA  
Instruction 1951-S



Farmers Home Administration is an Equal Opportunity Lender.  
Complaints of discrimination should be sent to:  
Secretary of Agriculture, Washington, D.C. 20250

## 1951-S Checklist for Docket Preparation and Closing

### COMPLETED APPLICATION:

1. ☐ Attachment 2 or 4 of Exhibit A of 1951-S
2. ☐ Form FmHA 410-1 APPLICATION FOR FMHA SERVICES
3. ☐ Form FmHA 410-8 APPLICANT REFERENCE LETTER
4. ☐ Form FmHA 410-9 STATEMENT REQUIRED BY THE PRIVACY ACT
5. ☐ Form FmHA 431-2 FARM AND HOME PLAN
6. ☐ Form FmHA 440-32 REQUEST FOR STATEMENT OF DEBTS AND COLLATERAL
7. ☐ Form FmHA 1910-5 REQUEST FOR VERIFICATION OF EMPLOYMENT
8. ☐ Form FmHA 1960-12 FINANCIAL AND PRODUCTION FARM ANALYSIS SUMMARY
9. ☐ Form AD-1026 ASCS HEL CONSERVATION AND WETLAND CONSERVATION CERTIFICATION
10. ☐ Form CPA-026 SCS HEL AND WETLAND CONSERVATION DETERMINATION
11. ☐ Documentation regarding 5-Year Averages

### WRITEDOWNS:

1. ☐ Exhibit F to 1951-S NOTIFICATION OF OFFER TO RESTRUCTURE DEBT and Attachment 1.
2. ☐ DL Screen with an effective date as of the date of restructure
3. ☐ DALR\$ with an effective date as of the date of restructure
4. ☐ 1940-17 PROMISSORY NOTE(S)
5. ☐ 427-1 (STATE) REAL ESTATE MORTGAGE OR DEED OF TRUST IF NEEDED
6. ☐ Exhibit D to 1951-S SHARED APPRECIATION AGREEMENT if real estate loans were written down. If real estate was written off, Exhibit O will only be requested if the mortgage also secures chattel loans.
7. ☐ Form FmHA 1951-56 LOAN DEFERRAL if DALR\$ indicates that a loan should be deferred
8. ☐ 3R Transaction Record

### NET RECOVERY BUYOUTS:

1. ☐ Exhibit E to 1951-S Notification of Mediation or REQUEST FOR MEETING OF CREDITORS - Required if there were other creditors and attachment 11 borrower response is in a non mediation state.
2. ☐ Attachment 6 of Exhibit A to FmHA Instructions 1951-S
3. ☐ DL Screen with an effective date as of the date of the Buyout
4. ☐ DALR\$ with an effective date as of the date of Buyout
5. ☐ Exhibit C to FmHA Instructions 1951-S NET RECOVERY BUYOUT RECAPTURE AGREEMENT - Required if real estate was security for FmHA Loans

6.    Form 427-1 (STATE) REAL ESTATE MORTGAGE OR DEED OF  
      TRUST - Required if real estate was security for FmHA  
      loans
7.    3Q Transaction Record

COMMENTS: